

NOV 25 1980

November 21, 1980

Hello Margie:

I have enclosed drafts of the letterhead for the PRRA, which we spoke about. Since there are three different pages, I numbered them and will discuss each one separately.

I thought the logo which you chose was a good one. The one I had in mind would have included a small copy of the Commonwealth of Puerto Rico placed inside a drawing of the State of New Jersey with the scale insignia located in a corner. I did not draw this picture because I felt the one which you sent was good enough, and, unfortunately time did not permit me to locate a picture of Puerto Rico!

- (1) This copy is basically the one which you described. Once the copy is in the hands of a printer, the writing can be dramatically reduced. I would suggest a right margin of about  $1\frac{1}{2}$  inch. That way you will still have sufficient space left for typing letters, etc.

Also, please be aware that the printing which I used is not mandatory. Again, a printer will have copy of various print type available so that you might choose whichever you fancy.

- (2) Perhaps a change with the logo, etc. Printers are able to make a very light imprint. Therefore, if you wish, you can have the logo centered in the middle of the page, in a very light type. The effect will be similar to what you see here, only when typed on, the print of the logo will not come through the typewriter print.

Again, the margin can remain the same...for a variation, the address is located on the bottom, with only the phone number on top, underneath the name of the organization.

- (3) Similar to #1...done to show scale of how logo and margin will look in comparison to rest of sheet.

In order for any printer to do the logo you will need to have the logo redone exactly as you wish it to appear. This can be done on large paper, the printer is able to shrink the picture (logo) small enough to place it wherever you wish. I explained to Jose that I would need a copy of the sheep (calf?...) which is inside the logo in order to make a better picture. I freelance with drawing just a little, but if you decide that I can be of further help, please let me know.

I hope the information helps you out a little. If anything is unclear, please give me a call.

Beverly



**PUERTO RICAN BAR ASSOCIATION  
OF NEW JERSEY, INC.**



P.O. BOX 756  
NEWARK, N.J. 07101  
(201) 481-8334

Board of Directors

Margarita Echevarria,  
President

Hector E. De Soto,  
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Mathias E. Rodriguez  
Federico Velez

(3)

Board of Directors

1. The first part of the document is a list of names and addresses, which are arranged in a columnar format. The names are written in a cursive script, and the addresses are written in a more formal, printed style. The list includes names such as "John Doe", "Jane Smith", and "Robert Johnson", along with their respective addresses.

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Dear Board Member:

Please note on your calendar that our next meeting is scheduled for Thursday, December 4, at Mutual Benefit Life, 520 Broad Street, Newark, New Jersey, 17th Floor, Conference Room No. 1, at 6:15 p.m. On street parking is available starting at 6:00 p.m. on Broad Street, and parking for visitors is available for a fee at the Mutual Benefit Life parking lot behind the building on Atlantic Street.

The following is our agenda for Thursday:

1. Puerto Rican Bar Association History
2. Treasurer's Report
3. Agenda for 1981
  - a) Review Questionnaire
4. Puerto Rican Bar Association Letterhead
5. Tax-Exempt Status: Progress Report
6. Miscellaneous

Enclosed please find a first draft of the Questionnaire to be discussed at our meeting. Please review it carefully and be prepared to provide input in the discussion of that item at our meeting. Please be prompt and notify me at [REDACTED] if you will be unable to attend the meeting on December 4.

With the kindest personal regards, I remain,

Sincerely yours,

*Margie*  
Margarita Echevarria

ME:dma  
Enclosure